



**Policy:** 2501  
**Procedure:** 2501.01  
**Chapter:** Wellness and Food Services  
**Rule:** Food Service Operations-  
Contract Food

**Effective:** 09/19/06  
**Replaces:** N/A  
**Dated:** N/A

### **Purpose:**

The Arizona Department of Juvenile Corrections (ADJC) with a contract Food Service Company shall ensure that juveniles and ADJC employees are provided a nutritional, cost-effective food service and ensure that meals are not used for reward or punishment. ADJC personnel or contractors, where applicable, shall conduct inspections of food service areas to ensure efficient, sanitary, safe food preparation and operation.

### **Rules:**

1. **ADJC PERSONNEL AND/OR CONTRACTOR EMPLOYEES** shall provide a quality nutritional meal that is both visually appealing and offers appropriate serving sizes.
2. The **FACILITY SUPERINTENDENT** shall have overall responsibility for food service operations at his/her facility and designate an employee member as the facilities Food Service Liaison or Manager, reporting to the Superintendent. The **FOOD SERVICE LIAISON or MANAGER** shall:
  - a. Ensure communication, administration, and compliance monitoring the terms and conditions of the contract by the contractor;
  - b. Review invoices;
  - c. Coordinate daily operational requirements that include but are not limited to the following responsibilities:
    - i. Conduct assessments of food service systems to include recommendations regarding operations, equipment, and maintenance;
    - ii. Participate in and/or conduct inspections to include monthly and quarterly inspections of Food Service operations.
3. The **FACILITY SUPERINTENDENT, FOOD SERVICE LIAISON OR MANAGER, AND THE FOOD SERVICE CONTRACTOR** shall ensure that:
  - a. Juvenile Food Service personnel are medically cleared for work by Health Services personnel;
  - b. Food Service employees/juveniles with any contagious illnesses are not allowed to work in any capacity that may present a health threat to the food service operation and that hygienic food-handling practices are followed;
  - c. Contract personnel provide the Food Service Liaison with documentation that certifies a negative TB skin test has been completed during the last 12 months;
  - d. Training for contract food service personnel and juvenile workers is conducted by the Contractor on:
    - i. Job duties;
    - ii. Sanitation expectations;
    - iii. Safety; and
    - iv. Proper food handling. This shall be documented by the type of training received, date, and who conducted the training.
  - e. Contract Food Service personnel comply with the Agency's grooming and dress standards.
4. **FOOD SERVICE PERSONNEL** shall ensure:
  - a. Sanitary standards in all food service operations;
  - b. Employees and juveniles are trained on personal cleanliness/hygiene, as well as sanitary preparation of food, food storage, serving meals;
  - c. Care and sanitation of equipment.

5. The **FACILITY SUPERINTENDENT** shall establish a Facility Food Service Inspection Team composed of, but not limited to:
  - a. A member from Health Services;
  - b. A member assigned by the Food Service Contractor;
  - c. A member of the facilities Maintenance Department; and
  - d. The facilities Food Service Liaison or Manager.
6. The **FOOD SERVICE LIAISON OR MANAGER** shall ensure that the Food Service Contractor completes and submits the following records on a weekly basis:
  - a. A meal count spreadsheet;
  - b. A weekly billing reflecting meals served and charged at the contracted meal rate; and
  - c. Review, approve, and submit the weekly billing to the facility Business Office for payment.
7. The **FOOD SERVICE CONTRACTOR** shall ensure that an adequate employee training program is in effect and that all Food Service personnel participate in required institutional training in compliance with the Department's policies and procedures. **FOOD SERVICE PERSONNEL** shall:
  - a. Supervise and train all juveniles assigned to the Food Service Department;
  - b. Provide training in the following areas with assessment through the Food Service Liaison:
    - i. HACCP (Hazard Analysis & Critical Control Point);
    - ii. Portion Control;
    - iii. Using Standard Recipes;
    - iv. Food Borne Illness;
    - v. Personal Grooming and Hygiene;
    - vi. Kitchen Sanitation Procedures;
    - vii. Kitchen Safety Procedures; and
    - viii. Any other training deemed necessary.
8. The **CONTRACTOR** shall provide on-the-job training to the juvenile kitchen workers in the area of safety, sanitation, food preparation, food handling, and proper storage of food products. This documented training will be given in the following areas:
  - a. Personal Grooming and Hygiene;
  - b. Food Borne Illness;
  - c. Basic Cooking Procedures – Using Standard Recipes;
  - d. Kitchen Sanitation Procedures;
  - e. Kitchen Safety Procedures; and
  - f. Any other training deemed necessary.
9. **ALL FOOD SERVICE PERSONNEL** shall work in close cooperation with Security personnel to ensure proper maintenance, custody, control, and security of supplies. The **FOOD SERVICE CONTRACT EMPLOYEE** shall follow the standard operating procedures in the areas of supervision, management, and control of supplies, including ordering, storage, movement, and proper utilization of all items. All practices shall be consistent with the Department's policies and procedures.
  - a. The **FOOD SERVICE CONTRACTOR** shall provide a written plan to maintain kitchen security as it relates to:
    - i. Supervision of juvenile kitchen workers;
    - ii. Utensil/Smallwares Control;
    - iii. Inventory Control; and
    - iv. Standard Operating Procedures.
10. The **FOOD SERVICE CONTRACTOR** shall have managerial or supervisory personnel open, close, and check the food service areas as required. The **FOOD SERVICE CONTRACTOR** shall:
  - a. Lock and secure all doors, rooms, storage areas, offices, etc., assigned to them;

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- b. Ensure all smallwares/utensils are stored in a secure manner in a locked cabinet within the food service area;
  - c. Ensure smallwares/utensils issued to authorized employees and/or juvenile kitchen workers are logged on a sign in/out sheet, maintained, and inventoried at all times;
  - d. Label and inventory all keys and key sets. Keys shall be checked out through Control upon entering on duty and accounted for at all times. **Under no circumstances shall juvenile kitchen workers be given, or have access to keys;**
  - e. Report immediately the loss of any key/key sets to security followed by a full and complete written report;
  - f. Cover replacement cost(s) of lost keys signed out to them and the re-keying and/or replacement of lock cylinders. Keys issued to the Contractor may **not** be duplicated at any time for any reason;
  - g. Ensure the following security guidelines are followed:
    - i. **Only authorized juveniles** are permitted access to the kitchen/dining areas outside meal times;
    - ii. Access to restricted areas is limited to times when juveniles are properly accompanied;
    - iii. Juvenile kitchen workers are in proper attire at all times;
    - iv. Boisterous/rowdy conduct or horseplay is not permitted in the kitchen and/or dining area; and
    - v. A **SECURITY OFFICER** strip search all juvenile kitchen workers at the end of his/her shift before leaving the kitchen area.
11. **ALL FOOD SERVICE PERSONNEL** shall be thoroughly familiar with safety standards, including fire prevention and control.
12. The **FOOD SERVICE CONTRACTOR** shall:
- a. Instruct all food service employees and juvenile kitchen workers on safety techniques;
  - b. Ensure all instructions are carried out;
  - c. Retain a sample tray for each meal served under refrigeration/freezer for a period of not less than 72 hours. These trays are preserved for the purpose of the Arizona State laboratory analysis in the event of a suspected food borne outbreak and/or food tampering;
  - d. Maintain and comply with all occupational safety and health standards and regulations as promulgated by Federal, State, and/or local authority;
  - e. Correct any unsafe practice/condition observed by the Department within five days of notification of such unsafe practice/condition. If such is not accomplished within five days, the **DEPARTMENT** shall have the right to make such corrections and deduct the cost from the payments due the Contractor;
  - f. Report fires and hazardous conditions;
  - g. Notify the Department of any fire extinguisher use;
  - h. Join as an active member and participate in the organization for self-protection (fire, civil defense, drills, etc.) as established at the secure facility.

Effective Date:	Approved by Process Owner:	Review Date:	Reviewed By: